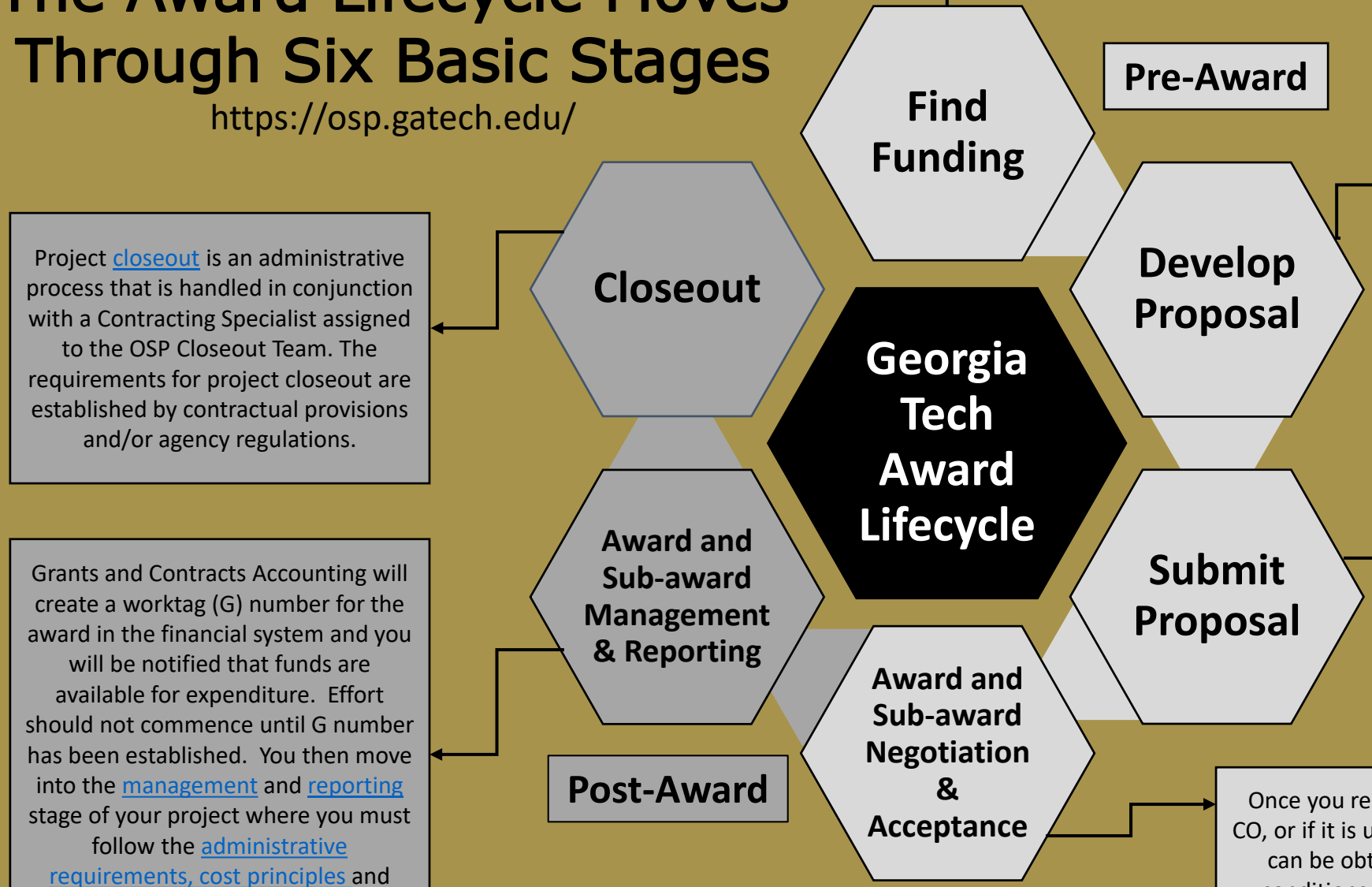
The Award Lifecycle Moves Through Six Basic Stages

https://osp.gatech.edu/



Sponsor posts solicitation; Use the Pivot system or other options listed to search for funding; Notify your Departmental Research Administrator and Contracting Officer (CO) of your intent to submit.

Prepare proposal documents (budget, budget justification, statement of work, etc.); upload into sponsor systems, if required; and submit in eRouting for review and signature approvals at least 3 days prior to the sponsor's due date.

When departmental review/approval has finished and any pre-award compliance concerns have been addressed, the CO will review and either ask for revisions or submit to sponsor on behalf of Georgia Tech Research Corp. or Georgia Tech Applied Research Corp. (two contracting entities for Georgia Tech) as the authorized signatory.

Once you receive a Notice of Award or Selection, forward to your CO, or if it is unavailable communicate with CO so award documents can be obtained. CO will review and negotiate any terms and conditions, removing or mitigating anything unacceptable, and communicate with you as needed. Any outstanding compliance concerns must be addressed prior to acceptance. Only the CO can accept and execute the award. After award execution, an award (AWD) number will be generated and award is viewable in CIS.

Grants and Contracts Accounting will create a worktag (G) number for the award in the financial system and you will be notified that funds are available for expenditure. Effort should not commence until G number has been established. You then move into the management and reporting stage of your project where you must follow the administrative requirements, cost principles and specific terms and conditions applicable to the award.

Project closeout is an administrative process that is handled in conjunction with a Contracting Specialist assigned to the OSP Closeout Team. The requirements for project closeout are established by contractual provisions and/or agency regulations.